

JOB TITLE: Bus Driver - Substitute/Extracurricular/Athletic  
REPORTS TO: Director of Transportation  
SALARY: \$12.00 - \$15.00 an hour

**Primary Purpose:**

- ☐ The role of the bus driver is to ensure safe and orderly transportation of students on assigned route.
- ☐ Operate school bus that transports students and other authorized personnel to and from schools or other designated location.
- ☐ Part time as needed.
- ☐ Available weekends.
- ☐ Some Overnight travel.

**PROFESSIONAL QUALIFICATIONS:**

Education/Certification: Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements, TEEX Train the Trainer course completion and High School diploma or GED preferred.

**SPECIAL KNOWLEDGE/SKILLS:**

Must be 18 years of age  
Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam  
Ability to complete required bus driver safety training  
Ability to follow written and verbal instructions  
Ability to communicate effectively  
Knowledge of student discipline procedure  
Ability to manage student behavior  
Ability to operate bus

**EXPERIENCE:** 5 years of bus driving experience

**PERFORMANCE RESPONSIBILITIES:**

1. Support board and administrative policies and decisions.
2. Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, and personal appearance.

**Vehicle Operations:**

1. Follow assigned route and adhere to established schedules.
2. Drive bus to and from extracurricular activities.
3. Check bus for mechanical defects before and after each operation and notify supervisor of needed repairs.
4. Report all accidents, vehicle damage, student injuries, and mechanical failures.
5. Complete required reports.
6. Keep records on bus mileage, gas and oil consumption, and number of passengers transported.
7. Keep assigned bus clean and fueled.

**Student Management:**

1. Supervise students while they board and leave the bus and cross the street.
2. Maintain student behavior and communicate with appropriate staff as needed regarding student behavior.
3. Instruct students on safe riding rules and regulations.

**Safety:**

1. Observe all traffic laws and safety regulations for school buses.
2. Inspect bus by checking fuel, oil, water, tires, lights, brakes, and steering to ensure bus can be operated safely before driving.
3. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crow bar, and reflector.
4. Correct unsafe conditions in work area that could cause an accident and inform supervisory of any conditions that are not correctable immediately.
5. Report any hazardous conditions along the route.

**Other:**

1. Operate two-way radio equipment to communicate with transportation office.
2. Work irregular hours as needed.
3. Attend and complete required training program to maintain safety certification.
4. Maintain confidentiality.
5. Perform other duties as assigned by the director/designee.

**SUPERVISORY RESPONSIBILITIES:** None

**WORKING CONDITIONS:**

**TOOLS & EQUIPMENT:** School bus, safety equipment (flares, reflective signs), fire extinguisher

**MENTAL DEMANDS:** Maintain emotional control

**PHYSICAL DEMANDS:** Continual sitting, reaching, and repetitive hand and arm motions, hear well, speak clearly, visual acuity, distinguish colors

**ENVIRONMENTAL FACTORS:** Work outside and inside, moderate exposure to extreme temperature (hot), moderate exposure to vehicle fumes